Quick Reference Guide: Subscribing to PeopleAdmin7 Project News

Purpose: Use the steps below to subscribe to email notifications to remain up-to-date with the most updated information for new position, recruiting, and hiring tools. Important information, new training materials, tools, and helpful resources will be added to the PeopleAdmin7 project site throughout the system upgrade. To remain current with the latest news and announcements surrounding the upgrade, please click the Subscribe to PA News button; see below.


2. Click Subscribe to PA News on the right side of the page.

3. Enter your information to the following fields as shown below.
   a. Your Email Address (e.g. email@iastate.edu)
   b. Your Name (e.g. Jane Smith)
   c. Would you like to receive list email batched in a daily digest?
      i. Yes= Receive one message a day with a summary of all updates (as applicable).
      ii. No=Receive individual email messages for each update made (as applicable).
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4. Click the subscribe button. The next screen appears to explain key steps to take after you receive an email confirmation.

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pa-news Subscription results

Your subscription request has been received, and will now be acted upon. Depending on the configuration of this mailing list, your subscription request may have to be first confirmed by you via email, or approved by the list owner. If confirmation is required, you will receive a confirmation email which contains further information.

pa-news List info
pa-news Listowner contact (requires authorization)
Overview of all mailman.iastate.edu mailing lists
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5. Refer back to your inbox and search for an email from pa-news-request@iastate.edu. This email will require you to confirm your subscription as shown below.

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Click the link to confirm
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6. Click the Subscribe to list pa-news button as shown below.

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You are now be set-up to receive email notifications when new announcements and updates are added to the site.

If you chose to unsubscribe, simply select at unsubscribe in the footer of any one email you have received from the project site.

PA_Subscribing_to_PeopleAdmin7_News_QRG
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